

CLERK OF CIRCUIT COURT'S OFFICE

WAUKESHA COUNTY

KATHLEEN A. MADDEN Clerk of Circuit Court

Brenda Kowalczyk Chief Deputy Clerk – Civil/Family Divisions 515 W. Moreland Blvd., Room C-167 Waukesha, WI 53187-1627

NOTICE E-Filing Family, Civil and Small Claims cases.

We are pleased to announce that beginning August 1, 2013, e-Filing will be available for all Family, Civil and Small Claims matters in Waukesha County. Wisconsin Statute § 801.14 authorizes electronic filing. The e-Filing system permits attorneys and pro se litigants to electronically file new cases, as well as documents for family, civil and small claims cases in Waukesha County. The e-Filing method offers increased accessibility, convenience and security for both Attorneys and Pro Se Individuals. There is a \$5.00 opt-in fee, but the savings alone from having unlimited access to the file and not needing to pay for copying fees is a savings. Further, it provides a reduction of cost with regards to printing, mailing, courier service, travel and storage.

For more information on this process please go to <u>efiling.wicourts.gov</u>. This website will provide you with a step-by-step procedure and assist you in signing up. We invite you to join us in this sensational new adventure into the future of becoming paperless, unlimited access to your file, saving time and money.

Thank you,

Kathleen A. Madden *Clerk of Courts*

Brenda M. Kowalczyk, Chief Deputy Clerk – Civil & Family Divisions

Suzanne Sniadach
Civil Division Supervisor

Wendy Muelling Family Division Supervisor